

Meeting Highlights

System Development Life Cycle (SDLC) Workgroup Meeting

DAY: Wednesday, September 8, 2010
TIME: 8:30AM-10:30M
LOCATION: Department of Insurance (Dobbs Building, 430 N Salisbury Street, Raleigh, Conference Room 2238) or Dial-In 919-420-1378

Meeting Called By:	SDLC Workgroup Members
Meeting Purpose:	Prepare work group charter and organize to position the group to move forward.
Attendees:	Paul Jarmul, Department of Revenue LaQuita Hudson, Information Technology Services Linda Lowe, Statewide Enterprise Project Management Office Cheryl Ritter, Department of Transportation Sreenadha Vaka, Department of Health & Human Services Arun Kumar, Department of Health & Human Services

Agenda Topics Discussed

1. Welcome – LaQuita provided refreshments.
2. Project Example: DHHS Central Regional Psychiatric Hospital Automation Program (CHAPS) Infrastructure Project. – Project Manager was not available to present the project. Agenda item moved to the next meeting.
3. Meeting Approach Discussion – the following was agreed upon by the workgroup attendees: <ul style="list-style-type: none"> Meet once a month on the 1st Friday from 9:00 to 12:00. The meeting will be cancelled and rescheduled if a quorum of attendees is not reached. A quorum is reached when 1 EPMD representative and a workgroup member from 4 agencies is attending the meeting. Each workgroup member should designate a backup which will improve the likelihood that agencies will be represented at each meeting. Both the workgroup member and backup member may attend meeting if they wish to. Documents for review and/or approval at meetings should be distributed to workgroup members at least 10 business days before the meeting that they will be reviewed/approved in. Documents that require feedback prior to a meeting will be considered approved if there is no feedback. Once the revised meeting scheduled is approved by workgroup members that were not present at the meeting, the next meeting date will be on the 1st date of the revised schedule. For example, if the proposed schedule in the first bullet is approved, the next meeting will be on October 1st. <p>In follow-up emails, the workgroup approved the change in schedule. Next meeting is October 1st from 9:00 to 12:00.</p>
4. Project Charter – reviewed feedback provided by workgroup meeting prior to the meeting. Changes discussed in the meeting were incorporated into the document. The workgroup completed review of all sections up to Workgroup Approach. The discussion on meeting approach necessitates changes to the Workgroup approach section and it will need to be revised once the entire group approves them.

These recommended changes are outlined in section 3 above.

5. Meeting adjourned at 10:00 due to attendees' commitments to other meetings, etc.

6. Action Items:

- 1) Linda – Send request to workgroup for confirmation of new meeting time and location.
- 2) Cheryl – Send meeting minutes and Agenda for next meeting.
- 3) Cheryl – scribe for next meeting
- 4) ??? – bring snacks for next meeting (change in meeting day/time may have changed the next person to bring snacks)